

Remuneration Committee

Terms of reference

Purpose

To oversee issues relating to the remuneration of staff, and make recommendations to the Board regarding remunerations policies, salary increases and the CEO's salary.

Authority

The Remuneration Committee is appointed by, and responsible to, Cycling UK's Board. Its decisions are subject to the Board's approval. The committee will produce a written report on its work and recommendations to the Board and flag up urgent issues to Trustees between meetings where appropriate.

Responsibilities

1. To approve any changes to Cycling UK's remuneration policy and principles and recommend these to the Board.
2. To assure the Board that Cycling UK's remuneration policies and principles are being applied.
3. To review the CEO's remuneration and make recommendations to the Board.
4. To advise the CEO on the senior managers' remuneration.
5. To approve any staff termination packages.

Membership

- The committee will consist of three Trustees selected by the Board. The three selected Trustees should have experience of employee remuneration, employee engagement or financial management. The quorum is two.
- The Board will appoint the committee chair from among the three selected Trustees.
- The usual term of office for members of the committee is three years. This may be extended at the discretion of the Board, up to a maximum of six years, However, all members must be serving trustees, so committee membership will automatically end if and when members cease to be trustees.
- The committee may invite a professional adviser to attend meetings in an advisory capacity.
- The CEO and/or the Operations Director will attend meetings – except when the discussions relate to their own salary and conditions.

- The Chair may also attend if they wish.

Meeting management

- The committee will normally meet once a year before the annual budget is approved. Additional meetings may be held if required.
- The meeting agenda and papers will be circulated at least five days before the meeting.

*Approved by the Board
4th June 2016*